

WILDTRUST - Y.E.S. PROGRAMME VACANCIES

The WILDTRUST is participating in the Youth Employment Services (YES) programme funded by NEDBANK and is aimed at reducing Youth unemployment levels. The YES programme provides a one-year work-based job training experience aimed at affording unemployed youth practical and meaningful work opportunities.

If you were employed previously on a YES programme you will not be considered for this vacancy. The WILDTRUST invites applications from unemployed youth, graduates and scholars who are between the ages of 18 and 27 years to apply for the following vacancies:

ASSISTANT TRAINING ADMINISTRATORS

Preference will be given to previously disadvantaged individuals. Late applications will be disregarded. The WILDTRUST reserves the right to vary the requirements and not to fill these posts. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 weeks after the closing date, please consider your application as unsuccessful.

Number of Available posts and Vacancy title:	2X Assistant Training Administrators
Posts based at:	Pietermaritzburg (KZN) – must have own transport.
Salary and Contract Duration	R4781.00 per month – 12-month contract
Requirements:	Between 18 and 27 years of age SARS income tax number and valid email address Currently unemployed
Minimum Qualifications Required:	Matric. Any relevant post-matric qualifications and volunteer or other work experience will be advantageous.
Key Performance Areas	Scheduling and coordination of training interventions. Maintenance of Learner Management Information System (LMIS). Printing and collating of training material. Assist in securing necessary suppliers for training such as training manuals, stationery, and equipment. Filing learner information and assessments. Learner communication and support Providing support for the Learning and Development team as need arises. Filing completed training registers and certificates Maintenance of training databases
Send a 3-page Curriculum Vitae (CV) with a motivation letter to:	ncamisilez@wildtrust.co.za
Closing date for applications:	11 March 2024

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